Information from Approved Travel Request

Traveler

Name: Birch, James

Address: 7700 Sandholdt Road
Moss Landing, CA, 95039
USA

Trip Information

Destination: Nice, France
Departure Date: 1/23/2009
Return Date: 2/1/2009
Travel Auth Num: T08-0949
Travel Purpose: Attend ASLO Conference

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $950.00	$950.00
Lodging	Days: 7	Cost/Day: $200.00	$1,400.00
Personal Car	Miles: 100	Cost/Mile: $0.5850	$58.50
Other Transport	1	Amount: $150.00	$150.00
Meals	Days: 9	Cost/Day: $75.00	$675.00
Miscellaneous	1	Amount: $100.00	$100.00
Registration/Conference Fees	1	Amount: $500.00	$500.00
		Total Budgeted Items:	$3,833.50

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900612.00-2G ESP Applications	5030-000-Conference Fees/Registrat	(none)	$500.00
900612.00-2G ESP Applications	5530-000-Travel - Foreign	(none)	$3,333.50
		Total Budget:	$3,833.50

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:

Amount: $0.00

Traveler Remarks

Pre-paid against 2009 project funds

Expense Report Information

Grand Totals: Budget: $3,833.50 Expenses: $3,092.00

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/12/2008	MBARI AMEX	Ticket Fee	$10.99	$0.00	$10.99
12/12/2008	MBARI AMEX	Airfare	$892.35	$0.00	$892.35
				Category Total:	$903.34

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/12/2008	MBARI AMEX	Hotel Deposit	$637.91	$0.00	$637.91
2/1/2009	MBARI AMEX	Lodging, Phone & Meals	$928.83	$0.00	$928.83
				Category Total:	$1,566.74

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
1/23/2009	Out of Pocket	Rt Mileage	Miles: 150	Cost/Mile ($):0.5500	$0.00	$82.50
					Category Total:	$82.50

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
1/23/2009	Out of Pocket	Bart to SFO	$5.65	$0.00	$5.65
1/24/2009	Out of Pocket	Taxi to hotel	$47.25	$0.00	$47.25
1/30/2009	Out of Pocket	bus	$1.00	$1.35	($0.35)
1/30/2009	Out of Pocket	bus	$2.70	$0.00	$2.70
2/1/2009	Out of Pocket	Parking	$6.00	$0.00	$6.00
2/1/2009	Out of Pocket	Taxi to airport	$54.00	$0.00	$54.00
				Category Total:	$115.25

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
1/23/2009	MBARI AMEX	Food for Flight	$9.47	$0.00	$9.47
1/24/2009	MBARI AMEX	Groceries	$21.79	$0.00	$21.79

1/26/2009	MBARI AMEX	Dinner	$43.24	$9.45	$33.79
1/26/2009	Out of Pocket	Lunch	$20.25	$0.00	$20.25
1/26/2009	Out of Pocket	Lunch	$30.11	$0.00	$30.11
1/27/2009	MBARI AMEX	Dinner w/ Steve Haddock	$62.59	$4.50	$58.09
1/28/2009	Out of Pocket	Lunch	$11.48	$0.00	$11.48
1/29/2009	Out of Pocket	Lunch	$11.95	$0.00	$11.95
1/30/2009	MBARI AMEX	Dinner - Jim's share of bill - Food + tip	$54.04	$6.00	$48.04
1/30/2009	Out of Pocket	Lunch	$20.25	$0.00	$20.25
1/31/2009	Out of Pocket	Lunch	$18.50	$2.97	$15.53
1/31/2009	Out of Pocket	Dinner	$8.91	$0.00	$8.91
2/1/2009	MBARI AMEX	Lodging, Phone & Meals	$40.41	$0.00	$40.41
				Category Total:	$330.05

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/12/2008	MBARI AMEX	Travel Insurance	$49.68	$0.00	$49.68
				Category Total:	$49.68

Category: Telephone

Tran Date	How Paid	Description	Cost	Personal Amount	Total
1/22/2009	MBARI AMEX	Pre-Paid Phone	$34.50	$0.00	$34.50
2/1/2009	MBARI AMEX	Lodging, Phone & Meals	$9.94	$0.00	$9.94
				Category Total:	$44.44

Assignments

Project	Account	Reference Number	Total
900612.00-2G ESP Applications	5530-000-Travel - Foreign	(none)	$3,092.00
		Total:	$3,092.00

Reimbursements

Actual Cash Advance: $0.00
3rd Party Reimbursement: $0.00

Business Meal

There are no business meals for this expense report.

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$320.53
Personal Amount:	-$24.27
Cash Advance:	-$0.00
Amount Due Traveler:	**$296.26**